Procedure for Termination

A termination should be processed when a student’s job is ending prior to the originally scheduled end date. (The system will automatically terminate a job when the scheduled end date is reached.)

NOTE: A termination will only terminate the selected job for the student. It will not terminate the student from the Student Employment payroll level (identified as the SE level). To terminate a student from the SE payroll level, (usually done when a student employee has graduated and is being hired into a staff position -- payroll levels CR, OT, MD or FY--) you should send an e-mail to the Student Payroll Manager requesting the employee be terminated from the SE level.

1. Log onto the Business Link.
2. Select Student Employment from the Business Link menu.
3. Select Terminations from the Job Maintenance Functions menu.
4. Enter your Mail Code
5. Enter the student’s I.D. Number
6. Enter the year and semester you wish to terminate the job from.
7. Click on submit.
8. A list of all hourly and/or monthly paid jobs currently held by the student within your mail code, for the select semester, will appear.

9. Click in the box to the left of the job you wish to terminate.
   A. From the scroll down menu, select the appropriate month.
   B. From the next scroll down menu, select the appropriate day. For hourly paid jobs the termination date must be a Sunday date. **Note:** If you terminate a monthly job prior to the last day of the month, the student will not be paid for that month. The student payroll system does not issue partial month payments.
   C. From the next scroll down menu, select the appropriate year.

10. Select the appropriate reason code for termination. For any job being terminated due to misconduct, you will need to submit a written explanation the Student Payroll Office.

11. Review the information you have entered. Make any necessary changes or click update. Once you click update and information is accepted, the following message will appear **JOB _______WAS TERMINATED. SELECT ANOTHER JOB OR ENTER NEW STUDENT INFO.**

12. You can now:  
   a) Exit the screen by clicking on STUDENT EMPLOYMENT located at the top of the screen.
   b) Select another job to be terminated for the same student, or
   c) Enter a new student ID number, semester and year to start the termination process again.
### Student Employment: Jobs Termination

**STUDENT EMPLOYMENT JOBS TERMINATION**

Enter Mail Code: SEM01  
Student ID: [Redacted]  
Student Name: [Redacted]  
Semester: FALL  
Year: 07

Select only one job to be terminated. Enter Termination Date, Reason Code then Update.

<table>
<thead>
<tr>
<th>Select</th>
<th>Job Number</th>
<th>Title</th>
<th>Rate</th>
<th>Unit Dept Object Source</th>
<th>Term Date</th>
<th>Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B30100</td>
<td>Accounting Clerk</td>
<td>8.25</td>
<td>015240 0908</td>
<td>Nov 13, 2007</td>
<td>Promotion</td>
</tr>
<tr>
<td></td>
<td>B40100</td>
<td>Accounting Clerk</td>
<td>8.75</td>
<td>015240 0908</td>
<td>month 18, 2007</td>
<td>Select</td>
</tr>
</tbody>
</table>

**** JOB B30100 WAS TERMINATED. SELECT ANOTHER JOB OR ENTER NEW STUDENT INFO. ****

Enter Mail Code: SEM01  
Student ID: [Redacted]  
Student Name: [Redacted]  
Semester: FALL  
Year: 07

Select only one job to be terminated. Enter Termination Date, Reason Code then Update.

<table>
<thead>
<tr>
<th>Select</th>
<th>Job Number</th>
<th>Title</th>
<th>Rate</th>
<th>Unit Dept Object Source</th>
<th>Term Date</th>
<th>Reason Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B30100</td>
<td>Accounting Clerk</td>
<td>8.25</td>
<td>015240 0908</td>
<td>Nov 13, 2007</td>
<td>Promotion</td>
</tr>
<tr>
<td></td>
<td>B40100</td>
<td>Accounting Clerk</td>
<td>8.75</td>
<td>015240 0908</td>
<td>month 18, 2007</td>
<td>Select</td>
</tr>
</tbody>
</table>